

CONFIDENTIAL

Approved For Release 2006/07/07 : CIA-RDP75-00399R000100080002-7

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						100	
1. TITLE OF REPORT (If a fill-in report include Form No.) Credentials by Alpha						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 3.			
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. 949A <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> 25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/ <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
- Key punching of feeder report -							
200	X \$.05 ea.		\$10.00 *5	=	\$2.00	X 12	= \$24.00
(cards per mo)							
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages per report	no. copies	total pages	cost per page	total cost	times prepared	cost per year	
142	X 6	= 852	X \$.03 ea	= \$25.56	X 12	\$ 306.72	
TOTAL COSTS PER YEAR						\$ 330.72	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
MORI/CDF							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>	
						MAN-HOURS	
						DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/ Systems Analyst				18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>	

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FORM 11-2 Approved For Release 2006/07/07 : CIA-RDP75-00399R000100080002-7

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Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080002-7

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						161	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Credential Firearms Alpha by Office						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		X SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
4		Monthly		3			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. 949B			
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
OCS		25X1					
OS/BSB		IBM Card (Standard) 25X1					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
200	X \$.05 ea		= \$10.00 ÷ 5 =		\$2.00	X 12	= \$24.00
(cards per mo) *The 200 cards per mo. add to the data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
18	X 4	= 72	X \$.03	= \$2.16	X 12	= \$25.92	
TOTAL COSTS PER YEAR						\$49.92	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
16. DATE OF INVENTORY						18. EXTENSION	
2 October 1970						25X1 Security Officer/Systems Analyst	

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Approved For Release 2008/12/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY						CONTROL NO. <div style="text-align: right; font-size: 1.2em;">102</div>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Credential Expirations, F-FAA-CR-ID						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form, computer print-out, etc) Computer print-out		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> 25X1	
		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 949C <input type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
- Keypunching of Feeder Report -							
200 (Cards per mo)	X \$.05 ea		\$10.00 ÷ 5	=	\$2.00	X 12	= \$24.00
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
82	X 4	= 348	X \$.03	= \$9.84	X 12	\$118.08	
TOTAL COSTS PER YEAR						\$142.08	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						25X1	
						MAN-HOURS	
						DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst					18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>

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FORM 142

Approved For Release 2008/12/07 : CIA-RDP75-00399R000100080002-7

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Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						103	
1. TITLE OF REPORT (If a fill-in report include Form No.) Credentials/Firearms - FAA Alpha						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"> <div>STATISTICAL</div> <div> <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING </div> </div>	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 3			
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. 949D		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
200 (cards per mo)	X \$.05 ea		= \$10.00 * 5	=	\$2.00	X 12	= \$24.00
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
26	X 4	= 104	X \$.03	= \$3.12	X 12	= \$37.44	
TOTAL COSTS PER YEAR						\$61.44	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						25X1	
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						25X1 MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst				18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>	

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Classification

REPORTS INVENTORY						CONTROL NO. <div style="text-align: right; font-size: 1.2em;">109</div>											
PREPARE IN DUPLICATE																	
1. TITLE OF REPORT (If a fill-in report include Form No.) Credentials by Credential Number						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 50%; text-align: center;">STATISTICAL</td></tr> <tr><td style="text-align: center;">NARRATIVE</td></tr> <tr><td style="text-align: center;">X MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	NARRATIVE	X MACHINE-NAME LISTING							
STATISTICAL																	
NARRATIVE																	
X MACHINE-NAME LISTING																	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)											
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 3											
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 80%;">IF YES GIVE ADP PROCESSING NO. 949E</td> </tr> <tr> <td style="text-align: center;">NO</td> <td></td> <td></td> </tr> </table>				X	YES	IF YES GIVE ADP PROCESSING NO. 949E	NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 25X1					
X	YES	IF YES GIVE ADP PROCESSING NO. 949E															
NO																	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></div>				11. FEEDER REPORTS (State color, number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard) 25X1													
12. COST FACTORS																	
A. MANUAL PREPARATION AND REVIEW COSTS																	
-GRADE-	-HOURLY- -RATE-	X	-HOURS-PER- -REPORT-	=	COST PER REPORT	X	TIMES PREPARED =										
- Keypunch of Feeder Report -																	
200 (cards per mo)	X \$.05 ea		= \$10.00 ÷ 5 =		\$2.00	X 12	= \$24.00										
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.																	
B. COSTS OF COMPUTER PRODUCED REPORTS																	
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Time Prepared	Cost Per Year											
142	X 6	= 852	X \$.03 ea	= \$25.56	X 12	\$306.72											
TOTAL COSTS PER YEAR						\$330.72											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.																	
14. FUTURE GOALS 25X1																	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 50%;"><input type="checkbox"/> RETAIN AS IS</td><td style="width: 50%;"><input type="checkbox"/> OTHER (explain)</td></tr> <tr><td><input type="checkbox"/> CHANGE</td><td></td></tr> <tr><td><input type="checkbox"/> DISCONTINUE</td><td></td></tr> </table>						<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">MAN-HOURS</td> <td style="width: 50%; text-align: center;">DOLLARS</td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>		MAN-HOURS	DOLLARS		
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)																
<input type="checkbox"/> CHANGE																	
<input type="checkbox"/> DISCONTINUE																	
MAN-HOURS	DOLLARS																
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></div> Security Officer/Systems Analyst					18. EXTENSION <div style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></div>										

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REPORTS INVENTORY						CONTROL NO. <div style="text-align: right;">105</div>							
PREPARE IN DUPLICATE													
1. TITLE OF REPORT (if a fill-in report include Form No.) C&P Telephone Badge by Alpha						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td>NARRATIVE</td></tr> <tr><td><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	NARRATIVE	<input checked="" type="checkbox"/> MACHINE-NAME LISTING			
STATISTICAL													
NARRATIVE													
<input checked="" type="checkbox"/> MACHINE-NAME LISTING													
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL							
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)							
		MEDICAL		FINANCE									
4. NO. OF COPIES PREPARED 5		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 5							
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> YES</td> <td>IF YES GIVE ADP PROCESSING NO. 959A</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td></td> </tr> </table>			<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO. 959A	<input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> 25X1				
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO. 959A												
<input type="checkbox"/> NO													
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1									
12. COST FACTORS													
A. MANUAL PREPARATION AND REVIEW COSTS													
—GRADE—	HOURLY —RATE—	<input checked="" type="checkbox"/>	HOURS PER —REPORT—	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR						
- Key punching of Feeder Report -													
25 (cards per mo)	X \$.05 ea		= \$1.25 * 4	=	\$.32	X 12	= \$ 3.84						
*The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.													
B. COSTS OF COMPUTER PRODUCED REPORTS													
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year							
9	X 5	= 45	X \$.03	= \$1.35	X 12	= \$16.20							
TOTAL COSTS PER YEAR						\$20.04							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.													
14. FUTURE GOALS													
GOAL PROPOSED BY COMPONENT FOR THIS REPORT 25X1						ESTIMATED SAVINGS							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>RETAIN AS IS</td> <td><input type="checkbox"/> OTHER (explain)</td> </tr> <tr> <td>CHANGE</td> <td></td> </tr> <tr> <td>DISCONTINUE</td> <td></td> </tr> </table>						RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	CHANGE		DISCONTINUE		2 MAN-HOURS	DOLLARS
						RETAIN AS IS	<input type="checkbox"/> OTHER (explain)						
						CHANGE							
DISCONTINUE													
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst					18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>						

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Classification

REPORTS INVENTORY						CONTROL NO. <div style="text-align: right;">106</div>		
PREPARE IN DUPLICATE								
1. TITLE OF REPORT (if a fill-in report include Form No.) C&P Telephone Deletions by Alpha						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"> <div>STATISTICAL</div> <div> <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING </div> </div>		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL		
		LOGISTICS		X SECURITY		OTHER (specify)		
		MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 2			
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 959C			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/				11. FEEDER REPORTS (State total number and identity by title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR	
25	X \$.05 ea		= \$1.25 ÷ *4	=	\$.32	X 12	= \$ 3.84	
(Cards per Mo) *The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.								
B. COSTS OF COMPUTER PRODUCED REPORTS								
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year		
16	X 3	= 48	X \$.03	= \$1.44	X 12	\$ 17.28		
TOTAL COSTS PER YEAR						\$21.12		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. 25X1								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) 25X1 <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst					18. EXTENSION	

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Approved For Release 2006/10/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				107	
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
C&P Telephone Deletions by Badge Number				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		ADMIN. GENERAL	
		LOGISTICS		OTHER (specify)	
		MEDICAL			
		TRAINING			
		SECURITY			
		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
3		Monthly		2	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer print-out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 959D		25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OCS OS/BSB		Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
				=	TIMES PREPARED
				=	COST PER YEAR
- Keypunching of Feeder Report -					
25	X \$0.05 ea	=	\$1.25 ÷ 4	=	\$0.32
(cards per mo)					X 12
= \$ 3.84					
*The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.					
B. COSTS OF COMPUTER PRODUCED REPORTS					
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared
					Cost Per Year
16	X 3	= 48	X \$0.03	= \$1.44	X 12
					\$17.28
TOTAL COSTS PER YEAR					\$21.12
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				25X1 ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)				MAN-HOURS	
<input type="checkbox"/> CHANGE				DOLLARS	
<input type="checkbox"/> DISCONTINUE					
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION
2 October 1970		Security Officer/Systems Analyst			

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REPORTS INVENTORY						CONTROL NO. 108	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Visitor-No-Escort/Watchman Post by Alpha						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 3		
7. FORMAT (memorandum, form, computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. 973C			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB, <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1059 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
18,000 (cards per qtr)	\$.05 ea		\$900.00 ÷ 4	=	\$225		4 = \$900.00
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
156	<input checked="" type="checkbox"/> 4	= 624	<input checked="" type="checkbox"/> \$.03	= \$18.72	<input checked="" type="checkbox"/> 4	\$ 74.88	
TOTAL COSTS PER YEAR						\$974.88	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarters area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst				18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>	

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REPORTS INVENTORY						CONTROL NO.		
PREPARE IN DUPLICATE								
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT			
Visitor-No-Escort/Watchman Post-Alpha by Office					STATISTICAL			
					NARRATIVE			
3. FUNCTIONAL AREA					X MACHINE-NAME LISTING			
		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)		
		LOGISTICS		SECURITY				
		MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)			
3		Quarterly			3			
7. FORMAT (memorandum, form computer print-out, etc)				8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Computer print-out				X YES IF YES GIVE ADP PROCESSING NO.		25X1		
				NO 973D				
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
OCS OS/BSB				Form #1059 (Special IBM Card) 25X1				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
-GRADE	HOURLY-RATE	X	-HOURS-PER-REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR	
- Keypunching of Feeder Report -								
18,000 (cards per qtr)	X \$.05 ea		=\$900.00÷4	=	\$225	X 4	= \$900.00	
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.								
B. COSTS OF COMPUTER PRODUCED REPORTS								
Pages Per Report	No. Copies	=	Total Pages	X	Cost Per Page	=	Total Cost Times Prepared Cost Per Year	
172	X 3	=	516	X	\$.03	=	\$15.48 X 4 \$ 61.92	
TOTAL COSTS PER YEAR						\$961.92		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.								
<p>This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarters area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.</p>								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						25X1		
						MAN-HOURS		DOLLARS
								25X1
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		
2 October 1970		Security Officer/Systems Analyst				25X1		

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Classification

REPORTS INVENTORY						CONTROL NO.		
PREPARE IN DUPLICATE						110		
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT		
Visitor-No-Escort/Watchman Post by Badge No.						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL		
		LOGISTICS		SECURITY		OTHER (specify)		
		MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)				
3		Quarterly		3				
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT				
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 25X1 <input type="checkbox"/> 25X1				
		IF YES GIVE ADP PROCESSING NO. 973E						
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)				
OCS OS/BSB				Form #1059 (Special IBM Card)				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR	
- Keypunching of Feeder Report -								
18,000 (cards per qtr)	X \$.05 ea		= \$900.00 ÷ 4	=	\$225	X 4	= \$900.00	
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.								
B. COSTS OF COMPUTER PRODUCED REPORTS								
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year		
156	X 3	= 468	X \$.03	= \$14.04	X 4	\$ 56.16		
TOTAL COSTS PER YEAR						\$956.16		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.								
<p>This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarter area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.</p> <p style="text-align: right;">25X1</p>								
14. FUTURE GOALS								
15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						25X1		
						MAN-HOURS		DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		
ber 1970		Security Officer/Systems Analyst						

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REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						112	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Staff Badge Number Sequence						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		X SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3		Monthly			3		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Computer print-out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 975A			25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OCS OS/BSB				Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
- Keypunching of Feeder Reports -							
1200 (cards per month)	X \$.05		= \$60.00 * 7	=	\$8.58	X 12	= \$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
962	X 3	= 2886	X \$.03ea	= \$86.58	X 12	\$1038.96	
TOTAL COSTS PER YEAR						\$1141.92	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	
						DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
2 October 1970		Security Officer/Systems Analyst					

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REPORTS INVENTORY						CONTROL NO. 113	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Staff Badge by Name Sequence						2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 8		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 8		
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
		IF YES GIVE ADP PROCESSING NO. 975B					
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB				11. FEEDER REPORTS (State Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
1200 (cards per month)	\$.05			=	\$8.58	X	12 = \$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
915	X 8	= 7320	X \$.03 ea	= 219.60	X 12	= \$2635.20	
TOTAL COSTS PER YEAR						\$2738.16	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) 25X1 <div style="display: flex; justify-content: space-between;"> <div>MAN-HOURS</div> <div>DOLLARS</div> </div>	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Officer/Systems Analyst				18. EXTENSION	

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Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						114	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Staff Badge Deletes by Badge Sequence						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2		Monthly				2	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Computer print-out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 975C			<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <div style="text-align: right;">25X1</div>		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OCS OS/BSB				Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
1200	X \$.05		\$60.00 ÷ 7	=	\$8.58	X 12	= \$102.96
(cards per month) *The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
76	X 2	= 152	X \$.03 ea	= 4.56	X 12	= \$ 54.72	
TOTAL COSTS PER YEAR						\$157.68	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
2 October 1970		<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> Security Officer/Systems Analyst				<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>	

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REPORTS INVENTORY						CONTROL NO. <div style="text-align: right;">115</div>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Staff Badge Deletes by Alpha						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div>STATISTICAL</div><div>MACHINE-NAME LISTING</div></div>	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED <div style="text-align: center;">2</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Monthly</div>				6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">2</div>	
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div>X YES</div><div>IF YES GIVE ADP PROCESSING NO. 975D</div></div>				9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: right;">25X1</div>	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <div style="text-align: right;">25X1</div> Form #1772 (Special IBM Card)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
-GRADE	-HOURLY RATE	X	-HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
1200 (cards per month)	X \$.05		= \$60.00 ÷ 7	=	\$8.58	X 12	= \$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
39	X 2	= 78	X \$.03 ea	= \$2.34	X 12	= \$ 28.08	
TOTAL COSTS PER YEAR						\$131.04	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS <div style="text-align: right;">25X1</div>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"><div>RETAIN AS IS</div><div>OTHER (explain)</div></div> CHANGE DISCONTINUE						ESTIMATED SAVINGS	
						<div style="display: flex; justify-content: space-between;"><div>MAN-HOURS</div><div>DOLLARS</div></div>	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst				18. EXTENSION	

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REPORTS INVENTORY						CONTROL NO. <i>110</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Staff Badge Areas by Area Code						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 8		
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. 975E			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
10. PREPARING COMPONENT (Include lowest level contributing information to report) OCS OS/BSB				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
-GRADE	-HOURLY RATE	X	-HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
1200 (cards per month)	X \$.05		\$60.00*7	=	\$8.58	X 12	= \$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
753	X 3	2259	X \$.03 ea	\$67.77	X 4	= \$271.08	
TOTAL COSTS PER YEAR						\$374.04	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirements established by OS. Date unknown.							
14. FUTURE GOALS 25X1							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						25X1 DOLLARS	
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst					18. EXTENSION

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REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						117	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Contract and Non Agency Employees						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
3		Quarterly		3			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. 975F			
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
OCS OS/BSB/		Form #1772 (Special IBM Card)					
		25X1					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
1200	X \$.05		\$60.00*7	=	\$8.58	X 12	= \$102.96
(cards per month) *The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
55	X 3	= 165	X \$.03 ea	= \$4.95	X 4	\$19.80	
TOTAL COSTS PER YEAR						\$122.76	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS 25X1							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						25X1 ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
2 October 1970		Security Officer/Systems Analyst					

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REPORTS INVENTORY						CONTROL NO. 118	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Non-Agency Employees					2. TYPE OF REPORT		<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	ADMIN. GENERAL		
		LOGISTICS	X	SECURITY	OTHER (specify)		
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. APP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		X	YES	IF YES GIVE APP PROCESSING NO.	25X1		
			NO	975G			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB				11. FEEDER REPORTS (State by Title, Form No., or mononclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
- Keypunching of Feeder Report -							
1200 (cards per month)	X \$.05		\$60.00*7	=	\$8.58	X 12	= \$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
26	X 3	= 78	X \$.03	= \$2.34	X 4	=	\$ 9.36
TOTAL COSTS PER YEAR						\$112.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS 25X1 DOLLARS		
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst					<input type="checkbox"/> DIVISION

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Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY					CONTROL NO. 119	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) GSA Alpha Listing					2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 6	
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 976A <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR	
100 (cards per mo)	X .05 ea	= \$5.00 ÷ 4	= \$1.25	X 12	= \$15.00	
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.						
B. COSTS OF COMPUTER PRODUCED REPORTS						
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
70	X 6	= 420	X \$.03 ea	= \$12.60	X 12	= \$151.20
TOTAL COSTS PER YEAR					\$166.20	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. <div style="text-align: right;">25X1</div>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst				18. EXTENSION

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Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY						CONTROL NO. <div style="text-align: right;">120</div>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) GSA by Badge Number						2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		X SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 4	
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 976B <input type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
100 (cards per mo)	X .05 ea		= \$5.00 ÷ 4	=	\$1.25	X 12	= \$ 15.00
- Key punching of Feeder Report - *The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
70	X 6	= 420	X \$.03 ea	= \$12.60	X 12	\$151.20	
TOTAL COSTS PER YEAR						\$166.20	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. <div style="text-align: right;">25X1</div>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst				18. EXTENSION 	

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Classification

REPORTS INVENTORY PREPARE IN DUPLICATE						CONTROL NO. <div style="text-align: right; font-size: 1.5em;">171</div>												
1. TITLE OF REPORT (If a fill-in report include Form No.) GSA Deletions by Alpha						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td>NARRATIVE</td></tr> <tr><td><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	NARRATIVE	<input checked="" type="checkbox"/> MACHINE-NAME LISTING								
STATISTICAL																		
NARRATIVE																		
<input checked="" type="checkbox"/> MACHINE-NAME LISTING																		
3. FUNCTIONAL AREA <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>PERSONNEL</td> <td>TRAINING</td> </tr> <tr> <td>LOGISTICS</td> <td><input checked="" type="checkbox"/> SECURITY</td> </tr> <tr> <td>MEDICAL</td> <td>FINANCE</td> </tr> </table>		PERSONNEL	TRAINING	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	MEDICAL	FINANCE	ADMIN. GENERAL OTHER (specify)										
PERSONNEL	TRAINING																	
LOGISTICS	<input checked="" type="checkbox"/> SECURITY																	
MEDICAL	FINANCE																	
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 2												
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td>976C</td> </tr> </table>				<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input type="checkbox"/> NO	976C	9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <div style="text-align: right;">25X1</div>								
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.																	
<input type="checkbox"/> NO	976C																	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) <div style="text-align: right;">25X1</div>														
12. COST FACTORS																		
A. MANUAL PREPARATION AND REVIEW COSTS																		
-GRADE-	-HOURLY- -RATE-	<input checked="" type="checkbox"/>	-HOURS- -PER- -REPORT-	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED =	COST PER YEAR										
100 (cards per mo)	X .05 ea	=	\$5.00 ÷ *4	=	\$1.25	X	12	=	\$ 15.00									
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.																		
B. COSTS OF COMPUTER PRODUCED REPORTS																		
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year												
80	X 4	= 320	X \$.03 ea	= \$9.60	X 12	=	\$15.20											
TOTAL COSTS PER YEAR							\$130.20											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. <div style="text-align: right;">25X1</div>																		
14. FUTURE GOALS																		
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> RETAIN AS IS</td> <td><input type="checkbox"/> OTHER (explain)</td> </tr> <tr> <td><input type="checkbox"/> CHANGE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> DISCONTINUE</td> <td></td> </tr> </table>						<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>MAN-HOURS</td> <td>DOLLARS</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>			MAN-HOURS	DOLLARS		
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)																	
<input type="checkbox"/> CHANGE																		
<input type="checkbox"/> DISCONTINUE																		
MAN-HOURS	DOLLARS																	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst					18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>											

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REPORTS INVENTORY						CONTROL NO. 102							
PREPARE IN DUPLICATE													
1. TITLE OF REPORT (if a fill-in report include Form No.) GSA Deletions by Badge Sequence						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">STATISTICAL</td> </tr> <tr> <td style="text-align: center;">NARRATIVE</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>		STATISTICAL	NARRATIVE	<input checked="" type="checkbox"/> MACHINE-NAME LISTING			
STATISTICAL													
NARRATIVE													
<input checked="" type="checkbox"/> MACHINE-NAME LISTING													
3. FUNCTIONAL AREA		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">PERSONNEL</td> <td style="width:50%;">TRAINING</td> </tr> <tr> <td>LOGISTICS</td> <td style="text-align: center;"><input checked="" type="checkbox"/> SECURITY</td> </tr> <tr> <td>MEDICAL</td> <td>FINANCE</td> </tr> </table>		PERSONNEL	TRAINING	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	MEDICAL	FINANCE	ADMIN. GENERAL OTHER (specify)			
PERSONNEL	TRAINING												
LOGISTICS	<input checked="" type="checkbox"/> SECURITY												
MEDICAL	FINANCE												
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2									
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input checked="" type="checkbox"/> YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">976D</td> </tr> </table>		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	NO	976D	9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1					
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.												
NO	976D												
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB		11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1											
12. COST FACTORS													
A. MANUAL PREPARATION AND REVIEW COSTS													
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR						
- Keypunching of Feeder Report -													
100 (cards per mo)	<input checked="" type="checkbox"/> .05 ea		= \$5.00 ÷ *4 =		\$1.25	<input checked="" type="checkbox"/> 12	= \$ 15.00						
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.													
B. COSTS OF COMPUTER PRODUCED REPORTS													
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year							
80	<input checked="" type="checkbox"/> 4	= 320	<input checked="" type="checkbox"/> \$.03 ea	= \$9.60	<input checked="" type="checkbox"/> 12	= \$115.20							
TOTAL COSTS PER YEAR						\$130.20							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. 25X1													
14. FUTURE GOALS 25X1													
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS							
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS							
<input type="checkbox"/> CHANGE													
<input type="checkbox"/> DISCONTINUE													
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst				18. EXTENSION 							

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REPORTS INVENTORY					CONTROL NO.				
PREPARE IN DUPLICATE					123				
1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT					
Visitor-No-Escort Alpha Listing				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL		ADMIN. GENERAL					
		LOGISTICS		OTHER (specify)					
		MEDICAL							
		TRAINING							
		SECURITY							
		FINANCE							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)					
4		Monthly		3					
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT					
Computer print-out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 977A		25X1					
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (Stat Form No., or nomenclature. Attach separate sheet if necessary.)							
OCS OS/BSB		Form #ADC 5081 (Special IBM Card) 25X1							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
300 (cards per mo)	X \$.05 ea	=	\$15.00 ÷ 5 =		\$3.00	X	12	=	\$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									
B. COSTS OF COMPUTER PRODUCED REPORTS									
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year			
34	X 4	= 136	X \$.03ea	= \$4.08	X 12	\$48.96			
TOTAL COSTS PER YEAR						\$84.96			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.									
25X1 25X1									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS			
<input type="checkbox"/> CHANGE									
<input type="checkbox"/> DISCONTINUE									
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION			
2 October 1970		Security Officer/Systems Analyst							

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REPORTS INVENTORY						CONTROL NO. 124					
PREPARE IN DUPLICATE											
1. TITLE OF REPORT (if a fill-in report include Form No.) Visitor-No-Escort Alpha/Office Expirations						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td>NARRATIVE</td></tr> <tr><td><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	NARRATIVE	<input checked="" type="checkbox"/> MACHINE-NAME LISTING	
STATISTICAL											
NARRATIVE											
<input checked="" type="checkbox"/> MACHINE-NAME LISTING											
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL					
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)					
		MEDICAL		FINANCE							
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 2						
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td>977B</td> </tr> </table>			<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input type="checkbox"/> NO	977B	9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px auto;"></div> 25X1		
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.										
<input type="checkbox"/> NO	977B										
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identity by title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #ADC 5081 (Special IBM Card) 25X1							
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR				
300 (cards per mo) *The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.	\$.05 ea	\$15.00*5	=	\$3.00	X 12	=	\$36.00				
B. COSTS OF COMPUTER PRODUCED REPORTS											
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year					
51	X 4	= 204	X \$.03 ea	= \$6.12	X 12	= \$73.44					
TOTAL COSTS PER YEAR						\$109.44					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. <div style="text-align: right;">25X1</div>											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>MAN-HOURS</td> <td>DOLLARS</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS										
16. DATE OF INVENTORY 2 October		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Security Officer/Systems Analyst				18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>					

CONFIDENTIAL

Approved For Release 2006/12/07 : CIA-RDP75-00309R000100080002-7

CONTINUE NO.

REPORTS INVENTORY

125

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Visitor-No-Escort by Badge Number

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc.)

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

977C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and security, by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSB

Form #ADC 5081 (Special IBM Card)

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
300	X		\$.05 ea	=	\$15.00	X	5	=	\$3.00
(cards per mo)						X	12	=	\$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
34	X	4	=	136	X	\$.03 ea
				X	\$4.08	X 12
TOTAL COSTS PER YEAR						\$84.96

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

☐ DISCONTINUE

16. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Security Officer/Systems Analyst

18. EXTENSION

CONFIDENTIAL

CONTROL NO.

1.24

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Visitor-No-Escort Deletions by Alpha

2. TYPE OF REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc.)

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

977D

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSB

Form #ADC 5081 (Special IBM Card)

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
- Keypunching of Feeder Report -					
300 (cards per mo)	X \$.05 ea	= \$15.00 ÷ 5 =	\$3.00	X 12	= \$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
102	X 3	= 306	X \$.03 ea	= \$9.18	X 12	\$110.16
TOTAL COSTS PER YEAR						\$146.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

☐ DISCONTINUE

16. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Security Officer/Systems Analyst

18. EXTENSION

CONFIDENTIAL
Classification

REPORTS INVENTORY					CONTROL NO.					
PREPARE IN DUPLICATE										
1. TITLE OF REPORT (If a fill-in report include Form No.) Visitor-No-Escort Deletions by Badge Number					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td>NARRATIVE</td></tr> <tr><td><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	NARRATIVE	<input checked="" type="checkbox"/> MACHINE-NAME LISTING	
STATISTICAL										
NARRATIVE										
<input checked="" type="checkbox"/> MACHINE-NAME LISTING										
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING X SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)				
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 2					
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td>977E</td> </tr> </table>		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input type="checkbox"/> NO	977E	9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.									
<input type="checkbox"/> NO	977E									
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB		11. FEEDER REPORTS (State total number and security of Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #ADC 5081 (Special IBM Card) 25X1								
12. COST FACTORS										
A. MANUAL PREPARATION AND REVIEW COSTS										
—GRADE	—HOURLY— —RATE—	X —HOURS— —PER —REPORT—	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR				
- Keypunching of Feeder Report -										
300 (cards per mo)	X \$.05 ea	= \$15.00 ÷ 5 =	\$3.00	X 12	=	\$36.00				
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.										
B. COSTS OF COMPUTER PRODUCED REPORTS										
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year				
102	X 3	= 306	X \$.03 ea	\$9.18	X 12	\$110.16				
TOTAL COSTS PER YEAR						\$146.16				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. 25X1 25X1										
14. FUTURE GOALS										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MAN-HOURS</td> <td style="text-align: center;">DOLLARS</td> </tr> </table>		MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS									
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst				18. EXTENSION 				

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) C&P Telephone by Badge Number						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div>STATISTICAL</div><div>MACHINE-NAME LISTING</div></div>	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
4		Monthly				3	
7. FORMAT (memorandum, form computer print-out, etc.)				8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer print-out				X YES IF YES GIVE ADP PROCESSING NO. 959B		25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OCS OS/BSB/				Form #1722 (Special IBM Card) 25X1			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
25	X \$.05 ea		\$1.25*4	=	\$.32	X 12	= \$ 3.84
(cards per mo) *The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
9	X 5	= 45	X \$.03	= \$1.35	X 12	= \$16.20	
TOTAL COSTS PER YEAR						\$20.04	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Data unknown.							
25X1							
25X1							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION
2 October 1970		Security Officer/Systems Analyst					